

# **STUDENT HEALTH DATA– VISION SYSTEM**

## **IWAS Electronic Submission User Guide**

**Illinois State Board of Education  
Division of Data Analysis and Progress Reporting  
September 2011**

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# STUDENT HEALTH DATA–VISION SYSTEM

## USER GUIDE FOR IWAS ELECTRONIC SUBMISSION

### INTRODUCTION

Student eye examination data are collected online via a secure connection over the Internet known as the Illinois State Board of Education (ISBE) Web Application Security (IWAS) System. Eye examinations are applicable only to children entering kindergarten or entering any grade above kindergarten for the first time in an Illinois school. Please complete the online survey of eye examination data as of October 15 and submit the completed survey to ISBE by June 30.

### IWAS USER ACCESS

The Student Health Data–Vision System has multiple user levels, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators are granted automatic access to the Student Health Data–Vision System. Please consult the IWAS user guide located on the IWAS home page at <ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>.

#### *IWAS User Levels*

**Document Author**—this is typically the lowest level user (i.e., Clerk, Secretary, etc.). The Document Author has the ability to enter and/or edit information related to eye examinations and submit it for approval to the **school principal for public schools** or **RCDT Administrator for nonpublic schools**. Once submitted for approval, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator.

**School Administrator**—this level is typically assigned to **public school principals**. The School Administrator has the ability to enter and/or edit information related to eye examinations and submit it to the RCDT Administrator for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator.

**District Document Author**—this level is typically assigned to a **public school district** level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school unless the data have been disapproved and returned by the RCDT Administrator.

**RCDT Administrator**—this level is typically assigned to **public school district superintendents** and **nonpublic school principals/administrators**. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

**ISBE Administrator**—this level is reserved for qualified ISBE personnel.

## HOW TO GET STARTED IN IWAS

You will need an IWAS account to be able to access the Student Health Data–Vision System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link on the ISBE home page ([www.isbe.net](http://www.isbe.net)).

Once you have acquired an account, you will need to request access to the Student Health Data–Vision System. Instructions for obtaining authorization are included in the IWAS User Guide, located on the IWAS home page. Please contact the ISBE Helpdesk at 217/558-3600 if you need assistance.

If you have an existing IWAS account with access to the Student Health Data–Vision System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data–Vision System:

Log in to IWAS. (You will need a “login” name and password.)

### *IWAS Home Page*



The screenshot shows the login page for the Illinois State Board of Education's IWAS system. The page is titled "Illinois State Board of Education" and features a navigation menu on the left with links for Home, Home, Sign Up Now, Get Password, Contact Us, and Help. The main content area is divided into two sections: "Already have an account? Login Here:" and "New Partner - Sign up Now". The "Login Here:" section contains a form with fields for "Login Name" (containing "rcruser") and "Password" (containing "\*\*\*\*\*"), a "Remember Login Name" checkbox, and a "LOGIN" button. Below the form is a "Get Password?" link. The "New Partner - Sign up Now" section includes a "Sign Up Now" link and a "Need Help?" section with a "Help" link. The page footer contains a copyright notice for 2009 Illinois State Board of Education.

Click on **System Listing** on the left menu of the *IWAS Message Page*, as shown below:

### *IWAS Message Page*



Clicking on **System Listing** will take you to the *My Systems Page*, as shown below:

### *IWAS My Systems Page*



On the *My Systems Page*, click on **Student Health Data–Vision**, which is under the category of *Reporting, Annual*. This will take you to the **School Listing Screen**, as on the following page.

**Note:** *If you do not see the Student Health Data–Vision option, contact the ISBE Helpdesk at 217/558-3600.*

**School Listing Screen (RCDT Document Author group and RCDT Administrator group)**

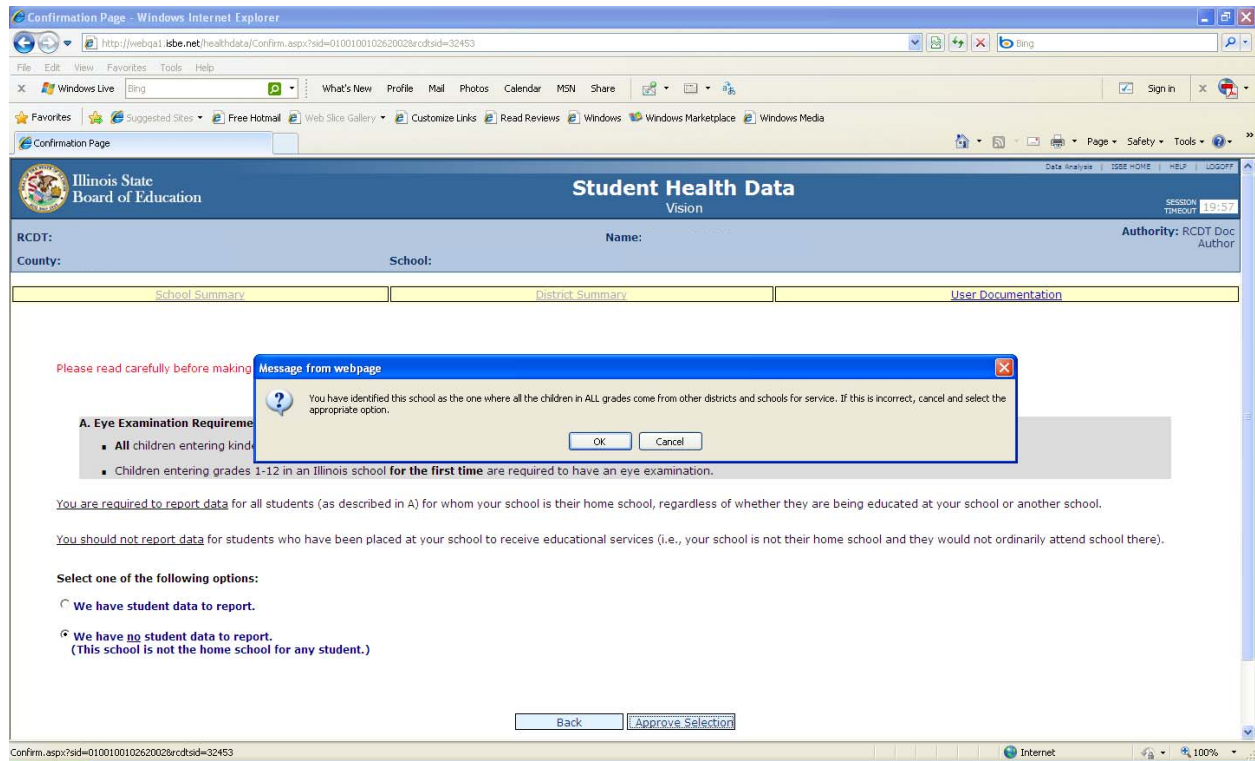
Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
<a href="#">Benjamin Franklin Middle School</a>	Submitted to ISBE	K,7	0	rcdt186	8/26/2008
<a href="#">Black Hawk Elem School</a>	No activity		0		1/1/1900
<a href="#">Butler Elem School</a>	No activity		0		1/1/1900
<a href="#">Douglas School</a>	No activity		0		1/1/1900
<a href="#">Dubois Elem School</a>	No activity		0		1/1/1900
<a href="#">Early Learning Center</a>	No activity		0		1/1/1900
<a href="#">Edwin A Lee Elementary School</a>	No activity		0		1/1/1900
<a href="#">Elizabeth Graham Elem School</a>	No activity		0		1/1/1900
<a href="#">Enos Elem School</a>	No activity		0		1/1/1900
<a href="#">Fairview Elem School</a>	No activity		0		1/1/1900
<a href="#">Feltschans Academy</a>	No activity		0		1/1/1900
<a href="#">Harvard Park Elem School</a>	No activity		0		1/1/1900
<a href="#">Hazel Dell Elem School</a>	No activity		0		1/1/1900
<a href="#">Iles Elem School</a>	No activity		0		1/1/1900
<a href="#">Jane Addams Elem School</a>	No activity		0		1/1/1900
<a href="#">Jefferson Middle School</a>	No activity		0		1/1/1900
<a href="#">Laketown Elem School</a>	No activity		0		1/1/1900
<a href="#">Lambier High School</a>	No activity		0		1/1/1900

**School Document Author** group and **School Administrator** group users will see a similar screen, but with only one school.

Select the school link for which you want to enter data. This will take you to **Data Entry Screen 1**, as on the following page.



If you selected the bottom choice on **Data Entry Screen 1** and clicked on “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message box.



If you selected the top choice on **Data Entry Screen 1**, a “Next” button will be activated at the bottom of the screen. Clicking on “Next” will take you to **Data Entry Screen 2**, as on the following page.

## Data Entry Screen 2

ISBE Student Health Data - Windows Internet Explorer

http://webqsl.sbe.net/healthdata/rcdt/info.aspx?rsd=01001001020001

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MEN Share

Favorites Suggested Sites Free Hotmail Web Slice Gallery Customize Links Read Reviews Windows Windows Marketplace Windows Media

ISBE Student Health Data

Illinois State Board of Education

Student Health Data  
Vision

RCDT: \_\_\_\_\_ Name: \_\_\_\_\_ Authority: RCDT Doc Author

County: \_\_\_\_\_ School: \_\_\_\_\_

School Summary District Summary User Documentation

Select from the list on the right **only those grades** that have students who need an Eye Examination.

More than one grade?

**PC Users:**  
Press and hold *Ctrl* key and select each applicable grade.

**Mac users:**  
Press and hold *Shift* key and select each applicable grade.

Grades Served

- Prek
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Save Next Page Return to School Listing

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us  
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Select **only those grades** that have students who are required to have an eye examination.

If you select or modify “Grades Served,” a new screen will appear with a “Save” button only. Clicking on “Save” on this page will save your enrollment number and return you to the previous page.

## Data Entry Screen 2 (after entering/editing data)

ISBE Student Health Data - Windows Internet Explorer

http://webqa1.isbe.net/theahdata/RCDTInfo.aspx?sid=010010010262002

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

ISBE Student Health Data

Illinois State Board of Education

Student Health Data  
Vision

SESSION TIMEOUT 19:58

RCDT: Name: Authority: RCDT Doc Author

County: School:

School Summary District Summary User Documentation

Select from the list on the right **only those grades** that have students who need an Eye Examination.

More than one grade?

**PC Users:**  
Press and hold *Ctrl* key and select each applicable grade.

**Mac users:**  
Press and hold *Shift* key and select each applicable grade.

Grades Served:

- Prek
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Save Return to School Listing

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us  
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Done Internet 100%

When you have finished entering/editing data, click on “Save” at the bottom left of the screen. **You must click on “Save” BEFORE clicking on “Next Page” or you will lose your data.** Clicking on “Next Page” will take you to the next data entry page.

## Data Entry Screen 3 (empty)

**Attention!**  
**Please read carefully before entering and saving data.**  
 1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.  
 2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.  
 3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level: -- Select --  
 Total Student Count in Selected Grade:   
 Number of Students in the Selected Grade who require an Eye Examination:

**Please enter the number of students for each category for the selected grade**


a. In Compliance with complete eye examination   
 b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.   
 c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.   
 d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).   
 e. Approved appointment scheduled for an eye examination - unprotected but compliant   
 f. Religious objection - unprotected but compliant   
 g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

<- Back   Save   Return to District Summary

On this screen:

1. Select a grade and then enter values in various fields, as appropriate. Click on “Save.” A row that corresponds to the selected grade will appear under the “Grades Entered” data grid at the top of the page.
2. Repeat Step 1 for each of the grades with students who need an eye examination.
3. To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid. You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.
4. If an error occurs during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).

**Data Entry Screen 3 (showing a saved record for kindergarten, top part)**

 Illinois State Board of Education		<b>Student Health Data</b> Vision		<small>Data Analysis   ISBE HOME   HELP   LOGOFF</small> <small>SESSION TIMEOUT 19:19</small>						
RCDT: _____		Name: _____		Authority: School Doc Author						
County: _____		School: _____								
<table border="1"> <tr> <td>Grades Entered</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>K</td> <td> <a href="#">View Grade</a> <a href="#">Delete Grade</a> </td> </tr> </table>					Grades Entered	<input type="text"/>	<input type="text"/>		K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
Grades Entered	<input type="text"/>	<input type="text"/>								
	K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>								
<p><b>Attention!</b>  <b>Please read carefully before entering and saving data.</b></p> <p>1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.</p> <p>2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.</p> <p>3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.</p>										
Select Grade Level <input type="text" value="-- Select --"/>										
Total Student Count in Selected Grade <input type="text"/>										
Number of Students in the Selected Grade who require an Eye Examination <input type="text"/>										
<b>Please enter the number of students for each category for the selected grade</b>										
a. In Compliance with complete eye examination				<input type="text"/>						
b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.				<input type="text"/>						
c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.				<input type="text"/>						
d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).				<input type="text"/>						
e. Approved appointment scheduled for an eye examination - unprotected but compliant				<input type="text"/>						
f. Religious objection - unprotected but compliant				<input type="text"/>						

When you have finished entering data for all of the grades appearing in the “Select a Grade” drop-down list, the “Approve Data” button will appear at the bottom of the screen, as shown below.

The screenshot shows a web browser window with the URL <http://webqa1.isbe.net/healthdata/VisionEntry.aspx>. The page title is "Vision Data Entry Screen".

**Attention!**  
**Please read carefully before entering and saving data.**

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level:

Total Student Count in Selected Grade:

Number of Students in the Selected Grade who require an Eye Examination:

**Please enter the number of students for each category for the selected grade**

a. In Compliance with complete eye examination

b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

e. Approved appointment scheduled for an eye examination - unprotected but compliant

f. Religious objection - unprotected but compliant

g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

<- Back   Save   Return to District Summary

**Please view ALL grades before approving and/or submitting report.**

Approve Data

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If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator** (as appropriate), click on “Approve Data.”

A warning will appear on **Data Entry Screen 3**, as shown on the following page.



## Data Entry Screen 3 (post-submission)

Illinois State Board of Education

### Student Health Data

Vision

SESSION TIMEOUT: 19:58

Authority: RCDT Doc Author

RCDT: \_\_\_\_\_ Name: \_\_\_\_\_

County: \_\_\_\_\_ School: \_\_\_\_\_

Grades Entered	
1	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>

Select Grade Level: -- Select --

Total Student Count in Selected Grade:

Number of Students in the Selected Grade who require an Eye Examination:

**Data has been submitted to :RCDT Administrator**

**Please enter the number of students for each category for the selected grade**

In Compliance with complete eye examination

Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

Approved appointment scheduled for an eye examination - unprotected but compliant

Religious objection - unprotected but compliant

Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

## HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS (School Administrators)

- A. When **NONE** of the students who receive educational services from your school are enrolled in your school (here **enrolled** means the student attends your school **and** is not sent from another school to receive educational services).

After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 1**, as shown below.

Confirmation Page - Windows Internet Explorer  
http://webqa1.isbe.net/healthdata/Confirm.aspx?id=0100100102620028rcdtsid=32453

File Edit View Favorites Tools Help

Windows Live Bing

What's New Profile Mail Photos Calendar MSN Share

Sign in

Confirmation Page

Illinois State Board of Education

Student Health Data  
Vision

SESSION TIMEOUT 9:55

RCDT: Name: Authority: School Admin

County: School:

School Summary District Summary User Documentation

Please read carefully before making a selection.

**A. Eye Examination Requirements**

- All children entering kindergarten are required to have an eye examination.
- Children entering grades 1-12 in an Illinois school for the first time are required to have an eye examination.

You are required to report data for all students (as described in A) for whom your school is their home school, regardless of whether they are being educated at your school or another school.

You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily attend school there).

Select one of the following options:

We have student data to report.

We have no student data to report.  
(This school is not the home school for any student.)

Back Approve Selection

From this screen, the **School Administrator** may choose one of the following options:

1. Click on “Disapprove Selection” to return the data for corrections.
2. Click on “Approve Selection” to approve and submit the data to the **RCDT Administrator**.

**B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).**

After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 3**, the bottom portion of which is shown below.

**Attention!**  
Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level: -- Select --

Total Student Count in Selected Grade:

Number of Students in the Selected Grade who require an Eye Examination:

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination

b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

e. Approved appointment scheduled for an eye examination - unprotected but compliant

f. Religious objection - unprotected but compliant

g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

<- Back Save Return to District Summary

Please view ALL grades before approving and/or submitting report.

Approve Data Disapprove Data

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From this screen, the **School Administrator** may choose one of the following options:

1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
2. Click on “Disapprove Data” to return the data for corrections.
3. Click on “Approve Data” to approve and submit the data to the **RCDT Administrator**.
4. Click on “Return to District Summary” to return to the school summary screen.

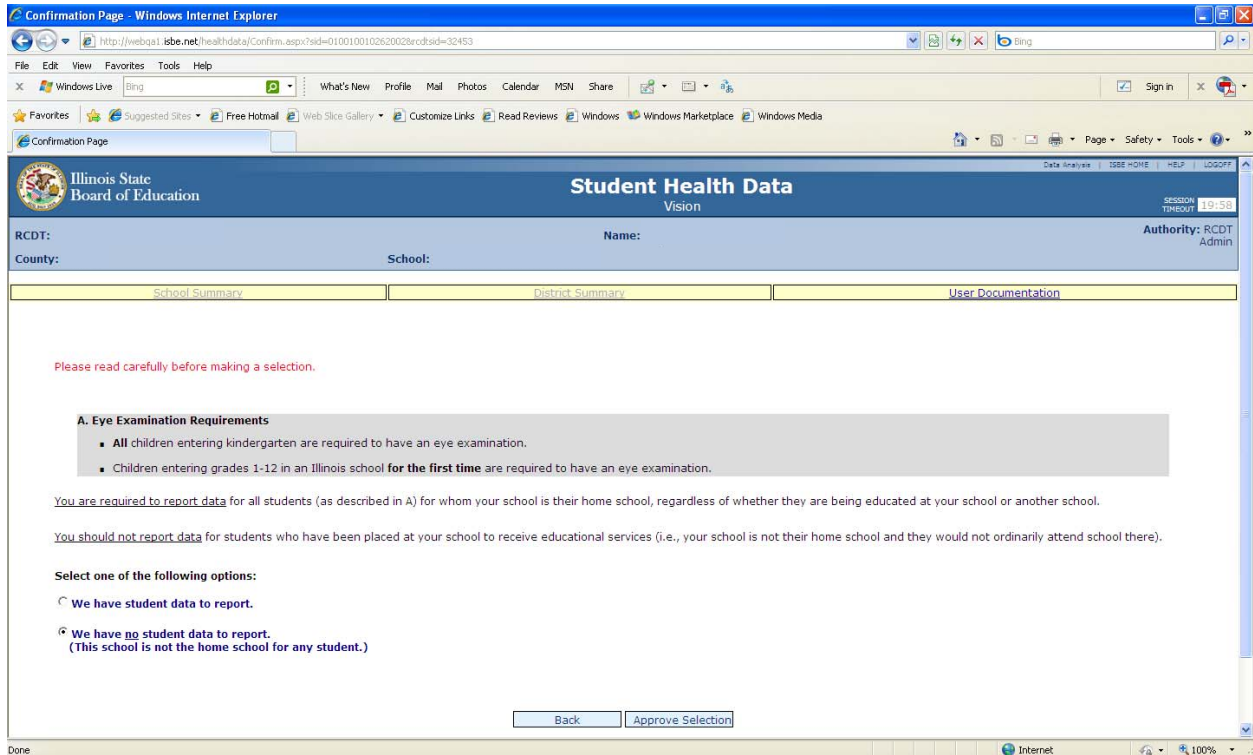
## HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS (RCDT Administrators)

After the **RCDT Document Author** or **School Administrator** has submitted data for **District Administrator approval**, the **RCDT Administrator** must access the school data awaiting approval from the list of school submissions, with various submission statuses. The district submission status screen, with submission statuses for different schools, is accessible only by the **RCDT Administrator** and the **RCDT Document Author**. A sample district submission status screen is shown below.

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
<a href="#">Benjamin Franklin Middle School</a>	Submitted to ISBE	K,7	0	rcdt186	8/26/2008
<a href="#">Black Hawk Elem School</a>	Waiting RCDT Admin Approval	K,1,2,3,4,5	0	rcdt186docauthor	8/27/2008
<a href="#">Butler Elem School</a>	Submitted to ISBE		0	rcdt186	8/27/2008
<a href="#">Douglas School</a>	Waiting RCDT Admin Approval		0	rcdt186docauthor	8/27/2008
<a href="#">Dubois Elem School</a>	No activity		0		1/1/1900
<a href="#">Early Learning Center</a>	No activity		0		1/1/1900
<a href="#">Edwin A Lee Elementary School</a>	No activity		0		1/1/1900
<a href="#">Elizabeth Graham Elem School</a>	No activity		0		1/1/1900
<a href="#">Enos Elem School</a>	Waiting School Admin Approval	K	0	schdocauthor	8/27/2008
<a href="#">Fairview Elem School</a>	No activity		0		1/1/1900
<a href="#">Feltshans Academy</a>	No activity		0		1/1/1900
<a href="#">Harvard Park Elem School</a>	No activity		0		1/1/1900
<a href="#">Hazel Dell Elem School</a>	No activity		0		1/1/1900
<a href="#">Iles Elem School</a>	No activity		0		1/1/1900
<a href="#">Jane Addams Elem School</a>	No activity		0		1/1/1900
<a href="#">Jefferson Middle School</a>	No activity		0		1/1/1900
<a href="#">Laketown Elem School</a>	No activity		0		1/1/1900
<a href="#">Lanphier High School</a>	No activity		0		1/1/1900
<a href="#">Lawrence Education Center</a>	Submitted to ISBE		0	rcdt186	8/26/2008
<a href="#">Lincoln Magnet School</a>	No activity		0		1/1/1900
<a href="#">Lindsay School</a>	No activity		0		1/1/1900
<a href="#">Matheny-Withrow Elem Sch</a>	No activity		0		1/1/1900
<a href="#">McClelland Elem School</a>	No activity		0		1/1/1900
<a href="#">Owen Marsh Elem School</a>	No activity		0		1/1/1900
<a href="#">Pleasant Hill Elem School</a>	No activity		0		1/1/1900
<a href="#">Ridgely Elem School</a>	No activity		0		1/1/1900
<a href="#">Sandburg Elem School</a>	No activity		0		1/1/1900
<a href="#">Southern View Elem School</a>	No activity		0		1/1/1900
<a href="#">Springfield Ball Charter School</a>	No activity		0		1/1/1900
<a href="#">Springfield High School</a>	No activity		0		1/1/1900
<a href="#">Springfield Southeast High Sch</a>	No activity		0		1/1/1900
<a href="#">U.S. Grant Middle School</a>	No activity		0		1/1/1900

A. When **NONE** of the students who receive educational services from your school is enrolled in your school (here **enrolled** means the student attends your school **and** is not sent from another school to receive educational services).

The **RCDT Administrator** may select a school with “Waiting RCDT Admin Approval” status by clicking on the school name and navigating to **Data Entry Screen 1**. A sample screen is shown below.



From this screen, the **RCDT Administrator** may choose one of the following options:

1. Click on “Disapprove Selection” to return the data for corrections.
2. Click on “Approve Selection” to approve and submit the data to **ISBE**.
3. Click on “Return to District Summary” to return to the district summary screen.
4. Click on “No” and enter data via the subsequent screens.

**B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).**

The **RCDT Administrator** may select a school with “Waiting RCDT Admin Approval” status by clicking on the school name and navigating to **Data Entry Screen 3**. A sample screen is shown below.

**Attention!**  
Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level: -- Select --  
Total Student Count in Selected Grade:   
Number of Students in the Selected Grade who require an Eye Examination:

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination	<input type="text"/>
b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.	<input type="text"/>
c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.	<input type="text"/>
d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).	<input type="text"/>
e. Approved appointment scheduled for an eye examination - unprotected but compliant	<input type="text"/>
f. Religious objection - unprotected but compliant	<input type="text"/>
g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)	<input type="text"/>

<< Back   Save   Return to District Summary

Please view ALL grades before approving and/or submitting report.  
Approve Data   Disapprove Data

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us  
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From this screen, the **RCDT Administrator** may choose one of the following options:

1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
2. Click on “Disapprove Data” to return the data for corrections.
3. Click on “Approve Data” to approve and submit the data to **ISBE**.
4. Click on “Return to District Summary” to return to the district summary screen.

## HOW TO PRINT SCHOOL/DISTRICT SUMMARIES

To print a **school** eye examination data summary, click on “School Summary” on the top menu bar.

Printing a school summary is possible only when the school eye examination data have been submitted to ISBE.

To print a **school district** eye examination data summary, click on “District Summary” on the top menu bar.

Printing a school district summary is possible only when the eye examination data for all of the eligible schools in the district have been submitted to ISBE.

### *School Summary Report Sample Screen (top part)*

The screenshot shows a web browser window titled 'WebReportsCR - Windows Internet Explorer'. The address bar shows the URL 'http://reportsnetdev.isbe.net/WebReports/WebReportsCR.aspx'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page content is as follows:

Illinois State Board of Education  
Data Analysis and Progress Reporting  
100 North First Street  
Springfield, IL 62777

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**Student Health Data - Vision**

School Vision Summary

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In compliance with complete eye examination:	90
Waiver: ineligible for public insurance (Medicaid/All Kids) - compliant:	3
Waiver: unable to find eye Doctor that will accept Medicaid/All Kids - compliant:	1
Waiver: no insurance, no low-cost clinics willing to see children - compliant:	2
Approved appointment scheduled - compliant:	3
Religious Objection - compliant:	1
Not in compliance (no eye exam - no waiver - no religious obj - no approved appointment):	22
% in compliance:	82
Total enrollment in applicable grades:	252
Total students who require an eye exam:	122

The browser's status bar at the bottom shows 'Done', 'Internet', and '100%'.

## DATA SUBMISSION HIERARCHY

1. **School Document Author** submits data—  
Only the **School Administrator**, **RCDT Document Author**, and **RCDT Administrator** will be able to enter or edit data.
2. **School Administrator** submits data—  
Only the **RCDT Administrator** will be able to enter or edit data.
3. **RCDT Document Author** submits data—  
Only the **RCDT Administrator** will be able to enter or edit data.
4. **RCDT Administrator** submits data—  
None of the **School Document Authors**, **School Administrators**, **RCDT Document Authors**, or **RCDT Administrators** will be able to enter or edit data.

When any **School Administrator** or **RCDT Administrator** disapproves data and/or returns the data for correction, each of the four users (**School Document Author**, **School Administrator**, **RCDT Document Author**, and **RCDT Administrator**) will be able to enter or edit data.